

Memorandum

*Flex your power!
Be energy efficient!*

To: ALL SACRAMENTO-AREA EMPLOYEES

Date: January 28, 2004

From: JEFF MORALES *JM*
Director

Subject: Transit Pass Payroll Deduction Program

Caltrans is implementing a Transit Pass Payroll Deduction Program to make transit pass purchase more convenient for our employees. This supports our goal to make public transportation a more practical travel option. This voluntary program is being initiated in March 2004, as a one year demonstration program for a payroll deduction option for transit pass purchase similar to the payroll deduction program currently in place for specified parking fees. Similar to the parking fees, transit fees would be eligible for a pre-tax exemption. Participating transit operators are: El Dorado Transit, Folsom Stage Lines, Roseville Transit, Sacramento Regional Transit, YoloBus, and Yuba-Sutter Transit.

This innovative program is being implemented for Caltrans' Sacramento-area employees based on a survey conducted by the Division of Mass Transportation during the July 2003 transit ticket sale period. Two-thirds of commuters' surveyed expressed interest in a payroll deduction option for transit pass purchase. Once proven successful in the Sacramento area, this program will likely be continued as a permanent program and be expanded statewide.

A fact sheet about the Transit Pass Payroll Deduction Program and the enrollment materials are attached. Once enrolled, employees' monthly passes will be sent to their divisions prior to the end of the month and distributed in the same manner as travel expense checks, overtime, and payroll checks.

I encourage and challenge you to make public transportation your daily commute alternative. With innovative ideas such as the Transit Pass Payroll Deduction Program, and service enhancements such as the recent opening of the new Sacramento Regional Transit South Line and Stockton Boulevard Enhanced Bus service, there is no better time than now to give public transportation a try.

Attachments